



Using Achievement in Montana (AIM) and ePass Montana

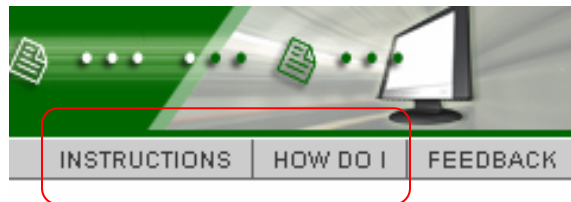
What is ePass Montana?

ePass Montana is a service provided on Montana's official state website, mt.gov, that provides the following benefits to Montana's businesses and citizens:

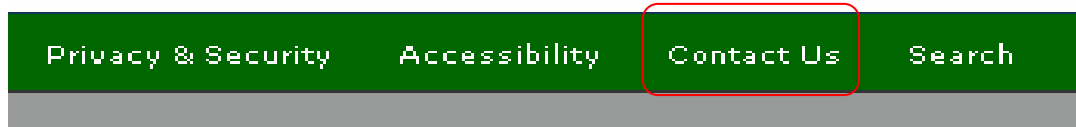
- Allows access to all authorized eGovernment services with one username and password
- Provides customization options for mt.gov so customers can personalize their services page
- Shows customers other government services that may be useful to them
- Grants them access into federal government services for which they are authorized

The Montana Office of Public Instruction (OPI) will use ePass to provide secure access to the AIM and Electronic Grants (E-Grants) Management System as well as to the State of Montana encrypted file transfer service. The login function should be available in AIM sometime in April 2007.

If you need assistance at any time, click on the How Do I link or the Instructions link located on each screen. If you would prefer to talk to an individual, please call 406-444-2000 and someone there will be able to assist you. The Help Desk hours for this web site are 8:00 a.m. to 5:00 p.m., Monday through Friday.



You may also choose to click on the **Contact Us** link. This allows the user to provide feedback on the services and content of the mt.gov web pages.



Setup an ePass account

The first step in using ePass is to create user account.

Open your web browser (Internet Explorer, Firefox, etc.) and go to: <http://epass.mt.gov>

If you do not have an ePass account:

Click on the **create an account** button. Enter all required information including a username and password.



The screenshot shows the ePass Montana website. At the top is the Montana state logo and navigation links. Below the header, there's a green bar with "EPASS MONTANA" and links for "Instructions", "How Do I", and "Feedback". The main heading is "Welcome to ePass Montana". Below this, there's a brief description of ePass Montana and a warning about password security. The page is divided into two main sections: "Existing Customer" and "New Customer". The "Existing Customer" section has fields for "Username:" and "Password:", a "Login" button, and links for "Forgot your password?" and "Montana State Employees". The "New Customer" section has a text prompt "Create an ePass Montana account by selecting the button below:" and a "Create an Account" button, which is highlighted with a red rectangle.

Existing Customer

Username: Password:

[Forgot your password?](#)

[Montana State Employees](#)

New Customer

Create an ePass Montana account by selecting the button below:

Important information:

- Your username must be at least 6 characters.
- Your password must be at least 8 characters, **and** contain both letters and numbers.
- Your username and password are case sensitive.
- **YOUR HINT IS IMPORTANT!** Make sure that your hint will remind you of your password. Mt.gov cannot retrieve your password for you. The only way to retrieve your password is to have your hint emailed to you at one of the e-mail addresses you provide when setting up your account.

After setting up your account, you will either be taken to your customizable portal page, or to the service you were logging into, depending where you began.

The screenshot shows the 'Create an ePass Account' page on the mt.gov website. The page has a green header with the 'mt.gov' logo and navigation links: 'About Montana', 'Tourism & Recreation', 'Working & Living', 'Online Services', 'Business', 'Government', and 'Education'. Below the header, the title 'Create an ePass Account' is displayed in green, with links for 'Instructions', 'How Do I', and 'Feedback'. The form is divided into three sections: 'Personal Information', 'Contact Information', and 'Login Information'. The 'Personal Information' section includes fields for '*First Name' and '*Last Name'. The 'Contact Information' section includes fields for 'Daytime Phone', '*Primary Email', and 'Alternate Email'. The 'Login Information' section includes fields for '*Username', '*Password', '*Verify Password', and '*Password Hint'. A dashed box on the right side of the 'Login Information' section contains the text 'About your username and password:' followed by a bulleted list of requirements: 'username must be at least 6 characters long', 'password must be at least 8 characters long', 'password use both letters and numbers', 'password must be different than your username', and 'password is case sensitive'. A 'Continue' button is located at the bottom of the form. The footer of the page includes links for 'Privacy & Security', 'Accessibility', 'Contact Us', and 'Search', along with the 'mt.gov' logo and the text 'Montana's Official State Website'.

mt.gov
Montana's Official State Website

EPASS MONTANA

About Montana | Tourism & Recreation | Working & Living | Online Services | Business | Government | Education

Create an ePass Account

Instructions | How Do I | Feedback

— Personal Information

* Required field

*First Name:

*Last Name:

— Contact Information

Daytime Phone:

*Primary Email:

Alternate Email:

— Login Information

*Username:

*Password:

*Verify Password:

*Password Hint:

About your username and password:

- username must be at least 6 characters long
- password must be at least 8 characters long
- password use both letters and numbers
- password must be different than your username
- password is case sensitive

Continue

Privacy & Security | Accessibility | Contact Us | Search

mt.gov
Montana's Official State Website